



Real Estate Assessment Center  
PHA - Finance

# **Guidelines for Public Housing Authorities and Independent Auditors**

Under

**Uniform Financial Reporting Standards (UFRS)  
for Public Housing Authorities**

February, 2000

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## **Executive Summary**

On September 1, 1998 the Department of Housing and Urban Development (HUD) published in the Federal Register the Uniform Financial Reporting Standards (UFRS) Rule implementing requirements of 24 CFR, Part 5, Subpart H, for the electronic filing of financial information by entities receiving HUD financial assistance. The Public Housing Management Assessment System (PHAS) rule, establishes procedures for the assessment of: 1) physical condition, 2) financial health, 3) management operations and 4) resident service and satisfaction. The Real Estate Assessment Center (REAC) is the HUD national management center created to receive and evaluate these electronic submissions and to assess the condition of HUD owned and assisted developments. REAC developed the Financial Assessment Subsystem (FASS) specifically to facilitate the financial health portion of the overall PHAS assessment. Public Housing Authority (PHA) financial information must be submitted to REAC electronically by the PHA on FASS using a template known as the Financial Data Schedule (FDS).

REAC will utilize the information electronically filed on the FDS to provide scoring of approximately 3,200 PHAs receiving HUD financial assistance. This scoring is part of an overall requirement for REAC to assist HUD with improving the management of assets funded with HUD financial assistance. The purpose of the new electronic assessment system is to enhance public trust by creating a comprehensive management tool that effectively and fairly measures a PHA's performance based on standards that are objective, uniform and verifiable.

In order to insure accuracy and consistency of FDS data in the assessment process for PHA assets, REAC requires:

- audited annual basic financial statements prepared in conformity with Generally Accepted Accounting Principles (GAAP) for governmental entities, as prescribed by the Governmental Accounting Standards Board (GASB),
- attestation by auditors on FDS data as to its "fair presentation in relation to audited basic financial statements" in accordance with the audit provisions of the American Institute of Certified Public Accountants (AICPA) Statement on Auditing Standards (SAS) No. 29, *Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents*, and
- a separate attestation agreed-upon procedures engagement under AICPA Statement on Standards for Attestation Engagements (SSAE) No. 4, *Agreed-Upon Procedures Engagements* where the auditor compares the electronically submitted data in the REAC staging database to the hard copy of the audit report and FDS.

Electronic FDS filing is required under the UFRS Rule beginning with PHA fiscal years ending on or after September 30, 1999. A PHA must submit its preliminary FDS electronically within two months after its fiscal year end based on unaudited financial

statements. A final FDS based on audited financial statements must be filed within the earlier of 30 days after receipt of the auditor's report or 9 months after a PHA's fiscal year end (pursuant to OMB Circular A-133 subpart C subsection .320)

While the above requirements are separate from the audit requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, REAC has designed its data requirements to correspond with OMB Circular A-133 audits. For example, the audit of a PHA's basic financial statements often is required by OMB Circular A-133. That audit also serves as the basis for PHA preparation of and auditor reporting on the FDS and involvement in the electronic submission process. Only the FDS and certain other information required by OMB Circular A-133 must be submitted electronically to HUD by the PHA.

These Guidelines address the requirements for electronic submission of data for those PHAs subject to OMB Circular A-133. However, some PHAs are not subject to OMB Circular A-133 because they expend less than \$300,000 of federal awards per year. These PHAs are not subject to audit requirements under the UFRS Rule, but must electronically submit unaudited data. There are also some PHAs that are component units of or are otherwise included in a state or local government entity and do not, under state or local law, have their own separate financial statement audit. Special rules pertaining to the electronic submission process and related auditor involvement for these types of PHAs are also discussed on page 9 of these Guidelines.

More information about REAC and the UFRS Rule can be found on the REAC web site at <http://www.hud.gov/reac/ufr.pdf>. Any questions related to this Guide should be referred to the Director of PHA Finance, Real Estate Assessment Center at (202) 708-4932 x 3142.

## **The Basic UFRS Rule Requirements**

The FDS must be prepared on a basis of accounting consistent with GAAP for governments as prescribed by the GASB. REAC's GAAP Conversion Guide dated January 31, 2000 discusses GASB standards for GAAP in detail. Because the FDS must be prepared by the PHA on a GAAP basis and reported on by the auditor as to its fair presentation in relation to the audited basic financial statements, the basic financial statements should also be prepared on a GAAP basis.

As discussed in the GAAP Conversion Guide, GASB provides for two bases of accounting depending on the activities of the governmental entity- "enterprise fund" or "governmental fund" accounting. Since the overwhelming majority of PHAs possess the characteristics of enterprise funds, they follow GASB enterprise fund accounting principles. It should be noted that GASB recently issued Statement No. 34, *Basic Financial Statements--and Management's Discussion and Analysis--for State and Local Governments*, which mandates government-wide or other financial statements using full accrual accounting like that utilized by enterprise funds. Furthermore, REAC recommends all PHAs use enterprise fund accounting for their basic financial statements and related FDS. The first "GAAP Flyer" released in April 1999 titled *Governmental vs. Enterprise Fund Accounting*, discusses the basis for the REAC recommendation. The flyer can be accessed on the REAC web site:

<http://www.hud.gov/reac/pdf/gaapflyer1.pdf>

If a PHA chooses "governmental fund" accounting, as opposed to "enterprise fund" accounting, it must provide its rationale in writing to the Director of PHA Finance, 1280 Maryland Avenue, SW, Suite 800, Washington, D.C. 20024-2135. This may also be submitted by FAX to (202) 401-4567. This information is for survey purposes only.

The PHA must submit an unaudited FDS electronically two months after the PHA's fiscal year end. No auditor involvement is necessary for this unaudited submission. The PHA must submit electronically a final FDS based on the audited financial statements the earlier of 30 days after receipt of the auditor's report or 9 months after the PHA's fiscal year end (consistent with the requirements of OMB Circular A-133). In instances where the audit is completed within two months after the end of a PHA's fiscal year, the PHA must submit both an unaudited and an audited FDS. The data used for both submissions can be the audited numbers. This issue is addressed under PHA-FASS Frequently Asked Questions (FAQs) in the General Questions section at: [http://www.hud.gov/reac/faq/faq\\_fasspha.pdf](http://www.hud.gov/reac/faq/faq_fasspha.pdf).

FASS utilizes the financial data received under the UFRS Rule to assess the financial performance of the PHA using key components of financial health. The key components/indicators include: (1) Current Ratio; (2) Number of Months Expendable Fund Balance, (3) Tenant Receivable Outstanding, (4) Occupancy Loss, (5) Net Income or Loss divided by the Expendable Fund Balance and (6) Expense Management /Utility Consumption. These indicators are calculated based on the proper classification of key

items in the balance sheet and revenue and expense section of the FDS. Proper classification is defined by HUD in the Financial Data Schedule Line Definitions and Crosswalk Guide available at the REAC web site: [http://www.hud.gov/reac/pdf/fass\\_ph\\_fds.pdf](http://www.hud.gov/reac/pdf/fass_ph_fds.pdf)

### **The Financial Data Schedule (FDS)**

The GAAP Conversion Guide illustrates the contents of the FDS input form. The form can also be accessed directly on the Internet at the REAC web site:

[http://www.hud.gov/reac/products/fass/pha\\_doc.html](http://www.hud.gov/reac/products/fass/pha_doc.html) under **Appendix A**. The FDS is essentially a trial balance of the financial statements and must be produced in hard copy for the auditor to report on.

### **Auditor Association with the FDS**

Auditors are required to issue a hard copy report on the FDS prepared in accordance with SAS 29, *Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents*. As noted in SAS 29:

The information covered by (SAS 29) is presented outside the basic financial statements and is not considered necessary for presentation of financial position, results of operations, or cash flows in conformity with generally accepted accounting principles. Such information may include additional details or explanations of items in or related to the basic financial statements, such as consolidating information and other material, some of which may be from sources outside the accounting system or outside the entity. **(Note - The FDS is an example of such information.)** Although an auditor has no obligation to apply auditing procedures to information presented outside the basic financial statements, he/she may choose to modify or redirect certain of the procedures in the audit so that he/she may express an opinion on the accompanying information.

An example of an auditor's report on FDS supplementary information that would be added to the auditor's report on the basic financial statements follows:

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying Financial Data Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

## **UFRS Rule Relationship with OMB Circular A-133 Audit Requirements**

***Nothing in the UFRS Rule changes the PHA's responsibilities to comply with the requirements of OMB Circular A-133. Exhibit II illustrates the relationship of OMB Circular A-133 with the UFRS requirements. OMB Circular A-133 can be obtained from OMB's web site:*** <http://www.whitehouse.gov/OMB/circulars/a133/a133.html>

PHAs that meet the applicability threshold of OMB Circular A-133 (expenditure of federal awards of \$300,000 or more in a year) must continue to have a OMB Circular A-133 audit and file the required reporting package and Data Collection Form with the Single Audit Clearinghouse. However, REAC has designed its UFRS requirements to meet the reporting mandates of OMB Circular A-133.

- OMB Circular A-133 requires audited basic financial statements. The FDS data input submitted to the FASS under the UFRS rule will facilitate the PHA preparation of the balance sheet and income statement.
- OMB Circular A-133 requires the preparation of a Schedule of Expenditures of Federal Awards. The FDS data input submitted to the FASS contains such expenditures, classified by program and CFDA number. Consequently this information can be used to facilitate preparation of the OMB Circular A-133 required Schedule of Expenditures of Federal Awards.
- OMB Circular A-133 requires testing and reporting on the compliance requirements pertaining to HUD programs that are deemed to be "major." The OMB Compliance Supplement identifies the compliance requirements for a number of HUD PHA-related programs. The Supplement sections for the PHA-related programs were updated in the April 1999 revision to the Compliance Supplement to take into account the new UFRS requirements discussed herein. The OMB Compliance Supplement can be accessed on the Internet at web site: [http://www.whitehouse.gov/OMB/circulars/a133\\_compliance/HUD.html](http://www.whitehouse.gov/OMB/circulars/a133_compliance/HUD.html)
- Information for the OMB Circular A-133 Data Collection Form filed with the Bureau of Census is also a required part of the FASS submission. Therefore, it can be printed by PHAs for submission to the Single Audit Clearinghouse. REAC is exploring the possibility of direct electronic submission from the FASS to the Bureau of Census.

Auditors are required to issue in hard copy to the PHA all audit reports required by OMB Circular A-133. PHAs are not required to submit the hard copy Circular A-133 audit reports to REAC. Only the FDS (which is not part of the Circular A-133 reporting package) and certain other information is required to be submitted electronically to REAC by the PHA. The basic financial statements and audit reports themselves should be retained in hard copy by the PHA for three years. While the preparation and electronic submission of the FDS may at first appear to increase PHA workload, REAC has designed offsetting workload decreases by coordinating its new requirements with those of OMB Circular A-133.

- Auditors will opine on the FDS “in relation to” the financial statements presented as a whole in accordance with SAS 29, no differently than previously done for combining schedules.
- As a result of the UFRS Rule, the Office of Public and Indian Housing has eliminated the requirement for the submission of the form HUD-52595 (Balance Sheet for Section 8 and Public Housing) for both the Low-Rent and Section 8 tenant-based programs for FYE 9/30/99. Additionally, the requirement for the submission of the form HUD-52596 (Statement of Income and Expense and Changes in Accumulated Surplus or Deficit from Operations) has also been eliminated as of September 30, 1999. REAC is pursuing opportunities for the elimination of additional forms.

### *Special Rules for Certain PHAs*

1. PHAs that expend less than \$300,000 in federal awards in a fiscal year (or that are component units of another governmental unit that expends under \$300,000 in federal awards in a fiscal year) are not subject to the requirements of OMB Circular A-133. If a PHA elects to have an audit, they may receive operating subsidy for this cost according to 24 CFR 990.108 (3) and must submit the audited information to REAC. However, absent an audit, such PHAs are still required to electronically submit FDS data based on unaudited financial statements within two months after its fiscal year end.
2. PHAs that are component units of or are otherwise included in a state or local government that expend \$300,000 or more of federal awards may or may not ordinarily have a separate audit under the requirements of OMB Circular A-133. There are many permutations of this situation. Following is a table that reflects the majority of such situations and the related FDS requirements. Special situations should be discussed with the Director of Finance of REAC before implementation of the UFRS requirements as alternative approaches might be deemed appropriate.



Entity	Part of	PHA's Ordinary Financial Statement Audit Procedures Other than for UFRS Purposes	Effect on FDS Financial data	Effect on Auditor Reporting on FDS
Blended (component) unit or discretely presented component unit	Redevelopment Authority or similar entity	No separate financial statement audit performed	All Redevelopment Authority activity reported electronically because the PHA is usually a significant part of the Redevelopment Authority. (1)	SAS 29 report issued in relation to Redevelopment Authority financial statements because that is the level of financial statement audit ordinarily prepared
Blended (component) unit or discretely presented component unit	City/County	No separate financial statement audit performed	Only PHA financial data reported electronically because the PHA is usually not a significant part of the City/County. (2)	SAS 29 report issued in relation to City/County's financial statements because that is the level of financial statement audit ordinarily prepared
Discretely presented component unit	Redevelopment Authority or similar entity, or City/County	Separate financial statement audit performed	All PHA activity reported electronically because PHA data is available from separate audit	SAS 29 report issued in relation to PHA's financial statements because that is the level of financial statement audit ordinarily prepared.

Note 1. Additional information about Redevelopment Authority activities will be submitted electronically so that the system can produce the OMB Data Collection Form for the Redevelopment Authority.

Note 2. A hard copy of the Comprehensive Annual Financial Report (CAFR) must be submitted. In this case, no OMB Data Collection Form will be prepared by the system.

### **Electronic Submission by the PHA**

To assist PHAs in the implementation of the UFRS Rule, HUD has developed Internet-based software that can be used by PHAs at no cost to report both unaudited and audited information. This software captures information electronically and allows for the electronic submission of this information directly to HUD via the Internet. Responsibility for the submission of both unaudited and audited data rests with the Executive Director of each PHA. No auditor involvement is necessary for the unaudited submission.

As depicted in Exhibit II, PHAs must submit unaudited and audited data via FASS to the REAC secure web site where it resides in the staging database (see page 11). By "submitting" the FDS, the PHA will be attesting to the declaration detailed on the Financial Electronic Submission page reproduced as Exhibit III. Once submitted by the PHA, the data cannot be changed by the PHA, the auditor or HUD. The auditor will access the PHA data in the staging database, compare it with hard copy reports, and then report on the comparison through the use of an ID and password. After the information is reported on, it will be returned to the PHA for submission to the REAC database for final scoring.

Information on the FDS form is the primary information that will be submitted electronically. After entering the FDS data, the PHA can generate a hard copy of the FDS from the FASS system. Alternatively, PHAs can prepare their own hard copy of the FDS for input to the FASS.

The UFRS Rule also requires the PHA to electronically submit other data derived from the hard copy audit reports. Auditors are encouraged to provide the PHA with a hard copy, as well as an electronic version, of the Schedule of Findings and Questioned Costs so that the PHA can use the “Cut and Paste” capability from word processing and spreadsheet programs to insert this required data directly into FASS. The UFRS Rule required data include the following:

- ***The notes to the basic financial statements.***

REAC requires the notes to the financial statements in order to fully analyze the numbers included in the FDS. The FDS is a trial balance of the financial statements and these notes will provide explanations necessary to accurately assess the PHA’s financial condition.

- ***The auditor’s schedule of findings and questioned costs required by paragraph .510(d) of OMB Circular A-133 (only for those PHAs that are required to have a Circular A-133 audit).***

REAC requires this data to identify and assess problems that may not be evident from numerical data and scoring. It is important to note that information about the audit from Part I of this Schedule is the source of information for the OMB Data Collection Form portion of the FASS electronic submission.

- ***The PHA’s Corrective Action Plan required by paragraph .315(c) of OMB Circular A-133 (only for those PHAs that are required to have a Circular A-133 audit).***

REAC requires this data to assess progress on the auditor’s findings and questioned costs.

### **Auditor Involvement in the Electronic Submission Process**

With approximately 3,200 PHAs submitting data for PHA scoring twice each year (as described further on page 4, unaudited data within two months of the PHA’s fiscal year end and audited data within the earlier of 30 days after receipt of the audit report or 9 months after its fiscal year end), electronic submission is the only realistic method to permit timely REAC scoring. REAC will use the unaudited data for initial scoring and the audited data for final scoring. The FASS will automatically identify significant variations between the two submissions for further investigation. No auditor involvement is necessary for the unaudited submission.

In order to assure accuracy and completeness in the data REAC will be using for scoring purposes, auditors are required to perform a separate agreed-upon procedures engagement. In general, the auditor must compare the electronic data in the REAC staging database to the hard copy of the audit report and FDS. This procedure should be performed under the Statement on Standards for Attestation Engagements (SSAE) No. 4, *Agreed-Upon Procedures Engagements* of the AICPA. Although the procedure is simple, it is a procedure that is over and above the requirements of OMB Circular A-133, and it will require some additional time. Consequently, the audit engagement letter should be expanded to include this separate attestation engagement, which may involve additional costs.

Auditors will be authorized access to the FASS through their PHA's Coordinator. FASS User IDs are associated with individual social security numbers and are assigned by roles. Only the audit partner or equivalent will be assigned FASS rights to report on the data, while multiple "analyst" user IDs may be assigned to other audit staff for data comparison purposes.

As illustrated in Exhibit II, the PHA submits its audited data into a REAC staging database. Auditors will compare the "submitted" information in the staging database with hard copy audited information prepared by the PHA and reported on by the auditor.

- If the information **agrees exactly**, the auditor will complete the attestation report on the FASS Auditor Reporting screen by clicking on the "agrees" box. This will return the data to the PHA for final submission to the REAC database for scoring purposes. The PHA can only submit final data to the REAC database that "agrees". The secure features of the system will not permit the PHA or HUD to alter data after the auditor reporting process. The term "exactly" refers to substantive matters and does not include non-substantive typographical, spelling and font errors.

By clicking the "agrees" box the auditor will be attesting to the statements detailed on the Financial Electronic Submission pages reproduced as Exhibit IV and Exhibit V. These exhibits address situations where: a) an OMB Circular A-133 audit has been performed and b) where no OMB Circular A-133 audit was performed. It should be noted that the agreed-upon procedures attestation report can be submitted by the partner in charge of the OMB Circular A-133 or financial statement audit. It could also be submitted by a third party auditor who did not perform the OMB Circular A-133 or financial statement audit. Exhibit IV and Exhibit V illustrate both scenarios. However, splitting of the agreed-upon procedures engagement and audit responsibilities is not recommended for efficiency reasons. The attestation reporting includes phrases that are similar to those included in the statement signed by auditors when submitting the Data Collection Form required by an OMB Circular A-133 audit. Further, it includes a disclaimer from any auditor responsibility for the security of the information transmitted. For instances where one firm performs the PHA's financial statement audit and a different firm performs the Single Audit, the PHA should contact the Director of PHA Finance at (202)-708-4932 extension 3142 for further direction.

- If the information **does not agree exactly**, the auditor will complete the attestation report on the FASS Auditor Reporting screen by clicking on the “does not agree” box. This will return the data to the PHA for correction. Once the PHA resubmits corrected data, the auditors must repeat the above process. While the FASS provides for identification of those elements that do not agree, most auditors will find it beneficial to discuss any areas of disagreement with the PHA and come to a resolution prior to the PHA's initial submission of the audited FDS data into the REAC staging database.

This electronic reporting process can be performed from any computer with access to the Internet and FASS, e.g. from the practitioner's office, home, another client site, or the PHA itself.

### **Other Matters**

#### ***Preparation of new GAAP Financial Statements***

All PHAs will be required to prepare financial statements on a GAAP basis under GASB standards. To assist PHAs and their auditors in preparing such financial statements, REAC has prepared a GAAP Conversion Guide. Supplemental information called “GAAP Flyers” will also be issued on selected GAAP subjects. To date, REAC has issued four such flyers, addressing 1) Governmental vs. Enterprise Fund Accounting; 2) Accounting for Fixed Assets; 3) Mixed-Finance and Joint Venture Accounting and 4) Accounting for PHA Debt. All these topics are accessible on REAC's web site [http://www.hud.gov/reac/products/fass/pha\\_fb.html](http://www.hud.gov/reac/products/fass/pha_fb.html).

#### ***Qualified opinions on Financial Statements or FDS***

The impact of different types of qualified audit reports on the scoring process is discussed in Docket No. FR-4509-N-08 of the Federal Register published June 23, 1999. The Directive Title is *Public Housing Assessment System: Financial Condition Scoring Process*. This publication can be accessed at: [http://www.hud.gov/reac/fedregis\\_15739.pdf](http://www.hud.gov/reac/fedregis_15739.pdf).

## Exhibit I

### **Electronic Submission Requirements**

#### **Optimum Hardware Resources**

Processor: Pentium 100  
RAM: 16 MB  
Modem: 28.8kb  
Video card: 256k  
Download file size: 5.8 MB  
Installed file size: 10 MB

#### **Optimum Software Resources**

Windows 95  
Netscape\*3.5 or HTML-compliant browser application

#### **Minimum Hardware Resources**

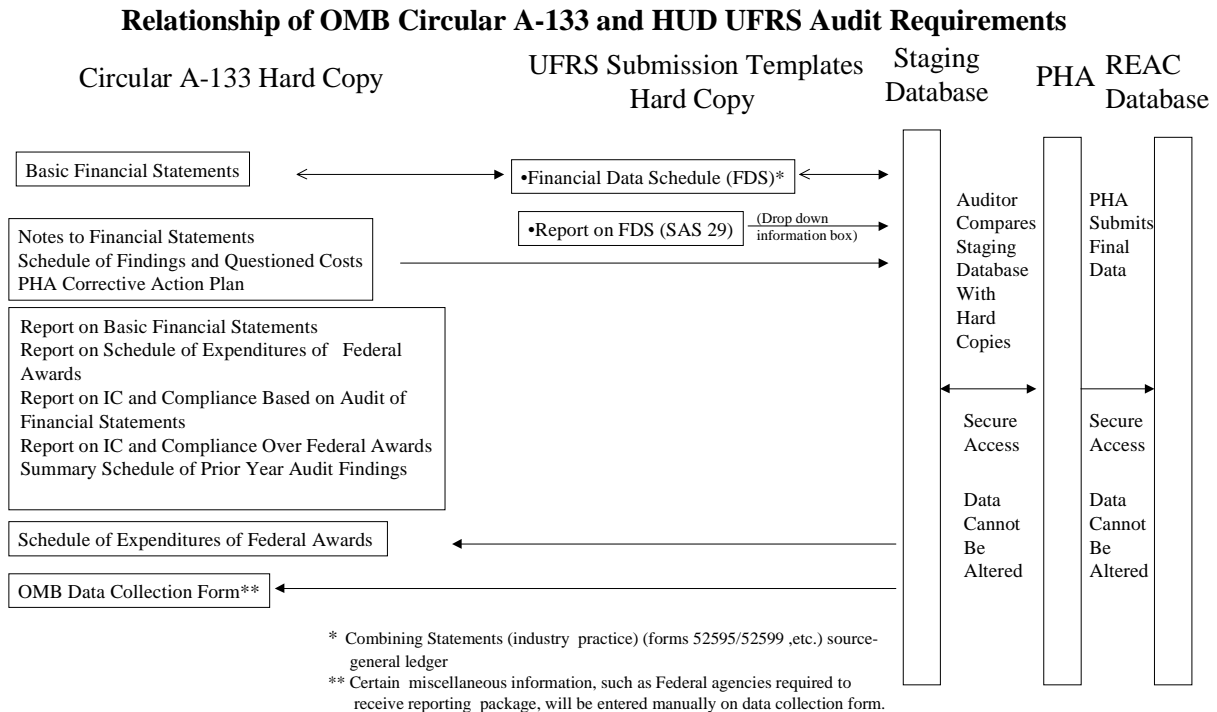
Processor: 486  
RAM: 8 MB  
Modem: 14.4kb  
Video card: 256k  
Download file size: 5.5 MB  
Installed file size: 10 MB

#### **Minimum Software Resources**

Windows 3.1  
Netscape\*3.5 or HTML-compliant browser application

All PHAs registering in the FASS system must designate a Coordinator to control access to the PHA's REAC database and to retrieve FASS PHA User IDs. All auditors and fee accountants who need to do any type of work involving FASS data for a PHA should be electronically registered as Users. To access the registration form, click on. [https://entp.hud.gov/idapp/html/pha\\_reg.htm](https://entp.hud.gov/idapp/html/pha_reg.htm). Subsequently the PHA's Coordinator will be able to authorize the user and extract the IPA or fee accountant User ID.

## Exhibit II



The purpose of this flow chart is to compare the reporting requirements of OMB Circular A-133 with the corresponding requirements of the HUD UFRS Rule as discussed in detail in this Guide. The reporting requirements of OMB Circular A-133 are shown in the left column; the corresponding reporting requirements of the HUD UFRS system are shown in the right three columns. The arrows indicate that information for the reporting requirement pointed to can be derived from the source the arrow is coming from. No arrow indicates no relationship between the listed OMB Circular A-133 and HUD UFRS Rule reporting requirements.

## **Exhibit III – PHA’s Declaration for Electronic Submission**

### **Certification Statement**

This is to certify that, to the best of my knowledge and belief, the information contained in this submission – including but not limited to the accompanying FDS and entity self assessment --is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031. By selecting Submit Financial Data, I declare that the foregoing is true and correct.

## Exhibit IV-A: OMB Circular A-133 Auditor also performs the agreed-upon procedure

Financial Assessment

**Electronic Submission**

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



[Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Notes & Findings](#) | [Submit Late Reason](#) | [Material Difference Reason](#)

PHA Code: LA002

PHA Name: HA of Shreveport

FY End Date: 09/30/1998

Submit Data

Auditor Procedures

### Independent Accountant's Report on Applying Agreed-Upon Procedure

We have performed the procedure described in the second paragraph, which was agreed to by the Housing Authority and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the OMB Circular A-133 reporting package. This agreed-upon procedures engagement was performed in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, for the Housing Authority as of and for the year ended , and have issued our report thereon dated . The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, our opinion on the fair presentation of the Financial Data Schedule (FDS) dated , was expressed in relation to the basic financial statements of the Housing Authority taken as a whole.

A copy of the reporting package required by OMB Circular A-133, which includes the auditor's reports, is available in its entirety from the Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.



This report is intended solely for the information and use of the Housing Authority and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by those who have not agreed to the procedure and taken responsibility for the sufficiency of the procedure for their purposes.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet and Revenue and Expense (data line items 111 to 1121)	Financial Data Schedule, all CFDA's	<input type="radio"/>	<input type="radio"/>
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	<input type="radio"/>	<input type="radio"/>
3	Type of opinion to FDS (data element G5100-020)	Auditor's supplemental report on FDS	<input type="radio"/>	<input type="radio"/>
4	Audit findings narrative (data element G5200-010)	Schedule of Findings and Questioned costs	<input type="radio"/>	<input type="radio"/>
5	General information (data element series G2000, G2100, G2200, G2300, G9000, G9100)	OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
6	Financial statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned Costs, Part I and OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
7	Federal program report information (data element G4000-010 to G4000-040)	Schedule of Findings and Questioned Costs, Part I and OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
8	Federal agencies required to receive reporting package (data element G4000-050)	OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>

Firm Name	<input type="text"/>
Employer Identification Number	<input type="text"/>
Date	<input type="text"/>
<input type="button" value="Completed"/>	

\*While the OMB Data Collection Form can be produced from the UFRS system, the hard copy of the form listed in the second column above, against which the auditor will compare UFRS data, should be the signed hard copy of the form that will be filed with the Single Audit Clearinghouse. In other words, the auditor should assure that the data in the UFRS Rule Information column agrees with the final Data Collection Form signed by both the auditee and the auditor for filing with the Clearinghouse.

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[Late Reason](#) | [Material Difference Reason](#)

[User Guide](#) | [Customer Service Center](#)

## Exhibit IV-B: CPA other than the OMB Circular A-133 Auditor performs the agreed-upon procedure

Financial Assessment

**Electronic Submission**

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



[Inbox](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) | [Notes & Findings](#) | [Submit](#)  
[Late Reason](#) | [Material Difference Reason](#)

PHA Code: LA002

PHA Name: HA of Shreveport

FY End Date: 09/30/1998

Submit Data

Auditor Procedures

### Independent Accountant's Report on Applying Agreed-Upon Procedure

We have performed the procedure described in the second paragraph, which was agreed to by the Housing Authority and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the OMB Circular A-133 reporting package. This agreed-upon procedures engagement was performed in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

We were not engaged to, and did not, perform an audit of the Housing Authority's financial statements or the Financial Data Schedule (FDS), the objective of which would be the expression of an opinion. Accordingly, we do not express such an opinion. Further, we were not engaged to, and did not, perform an audit in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

A copy of the reporting package required by OMB Circular A-133, which includes the auditor's reports, is available in its entirety from the Housing Authority. We take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of the Housing Authority and the

U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by those who have not agreed to the procedure and taken responsibility for the sufficiency of the procedure for their purposes.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet and Revenue and Expense (data line items 111 to 1121)	Financial Data Schedule, all CFDA's	<input type="radio"/>	<input type="radio"/>
2	Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	<input type="radio"/>	<input type="radio"/>
3	Type of opinion to FDS (data element G5100-020)	Auditor's supplemental report on FDS	<input type="radio"/>	<input type="radio"/>
4	Audit findings narrative (data element G5200-010)	Schedule of Findings and Questioned costs	<input type="radio"/>	<input type="radio"/>
5	General information (data element series G2000, G2100, G2200, G2300, G9000, G9100)	OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
6	Financial statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned Costs, Part I and OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
7	Federal program report information (data element G4000-010 to G4000-040)	Schedule of Findings and Questioned Costs, Part I and OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>
8	Federal agencies required to receive reporting package (data element G4000-050)	OMB Data Collection Form*	<input type="radio"/>	<input type="radio"/>

Firm Name	<input type="text"/>
Employer Identification Number	<input type="text"/>
Date	<input type="text"/>
Contact First Name	<input type="text"/>
Contact Middle Initial	<input type="text"/>
Contact Last Name	<input type="text"/>
Street Address Line 1	<input type="text"/>
Street Address Line 2	<input type="text"/>
City	<input type="text"/>
State Code	<input type="text"/> <div>None <input type="button" value="v"/></div>
Zip Code	<input type="text"/>
Telephone	<input type="text"/>
<input type="button" value="Completed"/>	

\*While the OMB Data Collection Form can be produced from the UFRS system, the hard copy of the form listed in the second column

above, against which the auditor will compare UFRS data, should be the signed hard copy of the form that will be filed with the Single Audit Clearinghouse. In other words, the auditor should assure that the data in the UFRS Rule Information column agrees with the final Data Collection Form signed by both the auditee and the auditor for filing with the Clearinghouse.

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## Exhibit V-A: Financial Statement Auditor performs the agreed-upon procedure

Financial Assessment

**Electronic Submission**

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



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PHA Code: LA002

PHA Name: HA of Shreveport

FY End Date: 09/30/1998

Submit Data

Auditor Procedures

### Independent Accountant's Report on Applying Agreed-Up On Procedure

We have performed the procedure described in the second paragraph of this report, which was agreed to by the Housing Authority and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents. This agreed-upon procedures engagement was performed in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

We were engaged to perform an audit of the financial statements of the Housing Authority as of and for the year ended , and have issued our reports thereon dated . The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, our opinion on the fair presentation of the Financial Data Schedule dated , was expressed in relation to the basic financial statements of the Housing Authority taken as a whole.

A copy of the financial statement package, which includes the auditor's reports, is available in its entirety from the Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the US Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of the Housing Authority and the US Department of Housing and Urban Development, REAC, and is not intended to be and

should not be used by those who have not agreed to the procedure and taken responsibility for the sufficiency of the procedure for their purposes.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet and Revenue and Expense (data line items 111 to 1121)	Financial Data Schedule, all CFDA's	<input type="radio"/>	<input type="radio"/>
2	Type of opinion to FDS (data element G5700-010)	Auditor's supplemental report on FDS	<input type="radio"/>	<input type="radio"/>

Firm Name	<input type="text"/>
Employer Identification Number	<input type="text"/>
Date	<input type="text"/>
<input type="button" value="Completed"/>	

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## Exhibit V-B: CPA other than the Financial Statement Auditor performs the agreed-upon procedure

**Financial Assessment**  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



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PHA Code: LA002

PHA Name: HA of Shreveport

FY End Date: 09/30/1998

Submit Data

Auditor Procedures

### Independent Accountant's Report on Applying Agreed-Up-On Procedure

We have performed the procedure described in the second paragraph of this report, which was agreed to by the Housing Authority and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents. This agreed-upon procedures engagement was performed in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the chart below.

We were not engaged to, and did not, perform an audit of the Housing Authority's financial statements or the Financial Data Schedule (FDS), the objective of which would be the expression of an opinion. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

A copy of the financial statement package and the FDS, which includes the auditor's report, is available in its entirety from the Housing Authority. We take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of the Housing Authority and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by those who have not agreed to the procedure and taken responsibility for the sufficiency of the procedure for their purposes.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet and Revenue and Expense (data line items 111 to 1121)	Financial Data Schedule, all CFDA's	<input type="radio"/>	<input type="radio"/>
2	Type of opinion to FDS (data element G5700-010)	Auditor's supplemental report on FDS	<input type="radio"/>	<input type="radio"/>

Firm Name	<input type="text"/>
Employer Identification Number	<input type="text"/>
Date	<input type="text"/>
Contact First Name	<input type="text"/>
Contact Middle Initial	<input type="text"/>
Contact Last Name	<input type="text"/>
Street Address Line 1	<input type="text"/>
Street Address Line 2	<input type="text"/>
City	<input type="text"/>
State Code	<input type="text"/> <div>None ▼</div>
Zip Code	<input type="text"/>
Telephone	<input type="text"/>
<div>Completed</div>	

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